



STATE OF HAWAII  
STATE PROCUREMENT OFFICE  
HONOLULU, HAWAII

February 5, 1997

TO: All State Agencies on Oahu

FROM: Procurement Officer

SUBJECT: Change No. 1  
SPO Price List No. 97-01  
Office Paper (IFB-97-012-O)

Effective February 15, 1997, prices will increase for the following items:

Item <u>No.</u>	<u>From</u>	<u>To</u>
11a.	\$22.15	\$23.32
b.	27.75	29.25
c.	41.22	42.72
d.	42.22	43.72
e.	49.35	50.94
12.	23.64	24.78
13.	30.12	31.56
14. 15#	22.68	23.61
18#	13.89	14.76
15.	16.59	17.61

---

ROBERT J. GOVERNS, CPPB  
Procurement Officer

Office Paper: Change No. 1

SPO Price List No. 97-01  
9/1/96 to 8/31/97

STATE PROCUREMENT OFFICE

SPO Price List No. 97-01 (Oahu)  
Replaces Price List No. 96-21

OFFICE PAPER  
(IFB-97-012-O)

September 1, 1996 to August 31, 1997

PURCHASE ORDERS for office paper shall be placed with the following vendors using designated vendor codes:

<u>Vendor Code</u>	<u>Vendor</u>	<u>Address</u>	<u>Telephone</u>
14812-00	Hawaii Stationery Co. Ltd.	99-1418 Koaha Place Aiea, HI 96701	486-3200
114569-00	Unisource Worldwide, Inc.	91-210 Hanua Street Kapolei, HI 96707	673-1300
17720-00	Vanier Graphics Corporation	711 Kapiolani Blvd, Ste 1125 Honolulu, HI 96813	591-8848

SECTION 3-124-26, HAWAII REVISED STATUTES, mandates State agencies to purchase recycled paper. Exceptions to this section may be taken when statutory, regulatory, or contractual requirements preclude the purchase of recycled paper.

UNIT PRICES include delivery to destination and all other costs EXCEPT the State General Excise Tax which is currently 4%. Agencies are advised to add the amount of the tax to their purchase order total. General excise tax shall not be applied to delivery charges.

PURCHASE ORDERS must be received by the vendor no later than August 31, 1997. It is the agency's responsibility to insure that purchase orders are sent to the vendor on a timely basis. The vendor is not obliged to accept any order received after the price list expiration date.

PURCHASES from this price list are for paper needed by agencies during the contract period. Agencies may not issue purchase orders specifying delivery after the price list expiration date. This excludes those orders received by the vendor towards the end of the price list period for which delivery may extend beyond the price list expiration date.

In the interest of minimizing both purchase order processing and dealer's delivery costs, agencies are urged to consolidate on each purchase order as many items from as many price lists as possible and to issue those orders as soon as possible. Also, please try to maximize your orders to minimize deliveries.

STATE'S COMMITMENT. Pursuant to Section 3-121-6, Hawaii Administrative Rules, it is mandatory that all agencies of the Executive Branch purchase from price lists issued by the State Procurement Office. Further, the chief procurement officers for the Judiciary, the Department of Education, the University of Hawaii, the House of Representatives, and the Community Hospitals Division have committed their agencies to purchase from this price list.

**EXCEPTION TO THE PRICE LIST.** When quality level or product design is not suited to an agency's purpose, exception may be granted to the agency by the State Procurement Officer. This approval shall be requested on SPO Form 5, "Request for Authorization to Purchase Outside of the Price List" from the State Procurement Office.

**DELIVERIES** on purchase orders totaling \$150.00 or more (excluding the 4% General Excise Tax) shall be made within ten (10) calendar days in city limits\* and fifteen (15) calendar days in rural areas\* following receipt of purchase order by vendor. Purchase orders totaling less than \$150.00 shall be made available to the ordering agency on a "will call" basis within three (3) working days, OR, at the option of the ordering agency, delivered by the vendor for a flat delivery charge of \$25.00. General Excise Tax shall not be applied to the delivery charge. Orders for twenty (20) cartons or more shall be delivered within thirty (30) working days from Contractor's receipt of purchase order.

**INSPECTION.** Agencies are advised to inspect merchandise delivered immediately upon receipt and report any discrepancies to the vendor within five (5) working days from date of delivery.

**PRICE LIST AVAILABLE ON HAWAII FYI.** Agencies with a computer and modem may retrieve a copy of this price list via the State's **Hawaii FYI** electronic gateway by dialing the following modem number:

Hawaii	974-6640
Kauai	274-3600
Maui	984-2000
Oahu	587-4800

At the main menu select *Hawaii Internet Services Menu*, then click on *State Price Lists* for the current listing. If assistance is required to access Hawaii FYI, call the ICSD Assistance Center at 586-1919 from Oahu and 1-800-252-1132 from the neighbor islands.

This price list is also available on **Internet at "<http://www.state.hi.us>"**, the State of Hawaii Internet Home Page address. Scroll to and click on *The Executive Branch, Departments and Agencies*, and under the Department of Accounting and General Services click on *SPO*.

"SPO PL No. 97-01" must be typed on purchase orders issued against this price list. Specific questions regarding the products listed herein should be directed to the respective vendor. Any other procurement questions or complaints may be directed to Mrs. Sue Korus at 586-0571.

---

ROBERT J. GOVERNS, CPPB  
Procurement Officer

\*Call the vendor if you need to know  
whether you are "city" or "rural"

<u>Item No.</u>	<u>Description</u>	<u>Brand and No.</u>	<u>Unit Price</u>	<u>Vendor</u>
1.	<b>BOOK, OFFSET</b> , vellum or smooth finish, offset, white			
a.	50# sub, 11" x 17", 500 sht/rm, 5 rm/ctn	<u>*Husky</u> Recycled Offset	\$ 26.50/ctn	Unisource
b.	60# sub, 11" x 17", 500 sht/rm, 5 rm/ctn	Recycled Offset	30.80/ctn	Unisource
c.	60# sub, 17-1/2" x 22-1/2", 3200 shts/ctn	Recycled Offset	83.50/ctn	Unisource
	<b>BOND, SMOOTH FINISH</b> , white, 20# substance, 8-1/2" x 11", 500 sheets/box (used primarily for letterhead)			
		<u>*Keith Clark</u>		
2.	100% Cotton/Rag Content	EAP31120	\$ 10.53/box	HI Stnry
3.	25% Cotton/Rag Content	EAP31220	\$ 6.95/box	HI Stnry
	<b>BOND, SULPHITE</b> , white, 20#-24# substance, 500 sheets/ream, 10 reams/carton			
4.	No. 1 (high quality office paper, may be used for quality laser printing, as a less expensive letterhead, or for long-life documents)			
		<u>*Hammermill</u>		
a.	8-1/2" x 11"	HPG-L2-1120	\$ 50.75/ctn	HI Stnry
b.	8-1/2" x 14"	HPG-L2-1420	64.50/ctn	HI Stnry
5.	No. 4 (general purpose office paper)			
a.	8-1/2" x 11"	<u>*Aspen</u>	\$ 22.80/ctn	Unisource
b.	8-1/2" x 14"	<u>*Aspen</u>	28.95/ctn	Unisource
6.	<b>BOND, XEROGRAPHIC</b> , 3-hole pre-punched, 20# substance, white, 8-1/2" x 11", 500 sheets/ream, 10 reams/ctn (Xerox 4200 DP Paper or equal)			
		<u>*Aspen</u>	\$ 24.40/ctn	Unisource

\*Recycled Product

<u>Item No.</u>	<u>Description</u>	<u>Brand and No.</u>	<u>Unit Price</u>	<u>Vendor</u>
	<b>BOND, XEROGRAPHIC</b> , 20# substance, No. 4 or better, white, 500 sheets/ream (may be used for "everyday" quality laser printing and on duplicating machines also)			
7.	8-1/2" x 11", 10 reams/ctn.	* <u>Aspen</u>	\$ 22.80/ctn	Unisource
	8-1/2" x 14" 10 reams/ctn	* <u>Aspen</u>	28.95/ctn	Unisource
	11" x 17" 5 reams/ctn.	* <u>Aspen</u>	22.80/ctn	Unisource
	<b>BOND, XEROGRAPHIC</b> , 20# substance, No. 4 or better, colors, 500 sheets/ream (may be used for "everyday" quality laser printing and on duplicating machines also)			
8.	8-1/2" x 11", 10 reams/ctn			
	Blue	* <u>Colorsource</u>	\$ 32.45/ctn	Unisource
	Buff	"	"	"
	Canary	"	"	"
	Cherry	"	"	"
	Green	"	"	"
	Lavender	"	"	"
	Pink	"	"	"
	Salmon	"	"	"
9.	8-1/2" x 14", 10 reams/ctn			
	Blue	* <u>Colorsource</u>	\$ 41.25/ctn	Unisource
	Canary	"	"	"
	Green	"	"	"
	Pink	"	"	"
10.	8-1/2" x 13", white, 10 reams/ctn	No Bids Received		

\*Recycled Product

<u>Item No.</u>	<u>Description</u>	<u>Brand and No.</u>	<u>Unit Price</u>	<u>Vendor</u>
<b>CONTINUOUS STOCK FORMS</b> , sulphite bond, white				
11.	1/2" green or blue bar without marginal perforations			
		<u>Vanier</u>		
a.	<u>14-7/8" x 8-1/2"</u> , 1-part	*14813262 (2800/ctn)	\$ 22.15/ctn	Vanier
	<u>14-7/8" x 11"</u>			
b.	1-part	*14113262 (2800/ctn)	27.75/ctn	Vanier
c.	2-part	1412R262 (1600/ctn)	41.22/ctn	Vanier
d.	3-part	1413R262 (1000/ctn)	42.22/ctn	Vanier
e.	4-part	1414R262 (850/ctn)	49.35/ctn	Vanier
12.	1/8" green screenline without marginal perforations			
		<u>Vanier</u>		
	<u>14-7/8" x 8-1/2"</u> , 1-part	*14818268MTO (3000/ctn)	\$ 23.64/ctn	Vanier
13.	Blank without marginal perforations, 1-part			
		<u>Vanier</u>		
	<u>14-7/8" x 11"</u> , 18# sub	*141182W1MTO (3000/ctn)	\$ 30.12/ctn	Vanier
14.	Blank with 1/2" marginal perforations, 1-part			
	<u>9-1/2" x 11"</u> , 15# sub	*951151W1MTO (3700/ctn)	\$ 22.68/ctn	Vanier
	<u>9-1/2" x 11"</u> , 18# sub	*951131W1 (2800/ctn)	13.89/ctn	Vanier
15.	Clean-perforated on all sides, 1 part			
	<u>9-1/2" x 11"</u> , 20# sub	*9511M8W1MTO (3000/ctn)	\$ 16.59/ctn	Vanier

\*Recycled Product